



CITY OF DEARBORN
 Permit & Plan Review Office
 Operator 313-943-2150/ Inspector 313-943-2416

FOR OFFICE USE ONLY	
Permit Number	_____
Date	_____
Permit Clerk	_____

MECHANICAL (HVAC) PERMIT/ APPLICATION

Permit Site Address		Type of Job: <input type="checkbox"/> Single-Family <input type="checkbox"/> Foreclosure <input type="checkbox"/> Industrial <input type="checkbox"/> New <input type="checkbox"/> Two-Family <input type="checkbox"/> Rehab/ PAD <input type="checkbox"/> Business <input type="checkbox"/> Other	
Business Name of Permit Site Address		Have plans been submitted? (See reverse side for plan review requirements.) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required	
Has a building permit been obtained for this project? <input type="checkbox"/> Yes Master Building Permit #: _____ <input type="checkbox"/> No <input type="checkbox"/> N/A		Property Owner Name / Telephone Number	
Property Owner Address (if different from Site Address) Address _____ City _____ State _____ Zip _____		Description of Work	

***This permit includes one (1) Rough Inspection and one (1) Final Inspection. Any additional inspections are subject to additional fees.**
***A NON-REFUNDABLE ADMINISTRATIVE FEE OF \$100 PLUS A MINIMUM PERMIT FEE OF \$80.00 – IF HEATING AND COOLING ARE BEING PULLED AT THE SAME TIME THIS FORM CHANGES TO A TANDEM PERMIT WITH A \$100.00 ADMINISTRATIVE FEE AND \$110.00 MINIMUM PERMIT FEE**

HEATING	FEES	No.	TOTAL	REFRIGERATION	FEES	No.	TOTAL
Heating System				Air Conditioning (incl. Split system)			
Up to 75,000 BTU	\$50.00			Under 5 Tons (hp)	\$30.00		
75,001 – 500,000 BTU	\$75.00			5 hp to 50 hp	\$60.00		
Over 500,000 BTU	\$100.00			50 hp to 100 hp	\$90.00		
				Over 100 hp	\$125.00		
Boiler				Compressor (each)			
Under 75,000	\$50.00			Under 5 tons	\$30.00		
Over 75,000	\$75.00			5 hp to 50 hp	\$60.00		
Water Heater	\$12.00			50 hp to 100 hp	\$90.00		
Humidifier	\$12.00			Over 100 hp	\$125.00		
Chimney (Factory built-installed separately)	\$30.00			Evaporator Coils			
				Under 5 tons	\$30.00		
Gas Piping with pressure test each opening (up to 1")	\$50.00			5 hp to 50 hp	\$60.00		
				50 hp to 100 hp	\$90.00		
Solid Fuel Equipment (Includes chimney)	\$25.00			Over 100 hp	\$125.00		
				Stand Alone Duct Detector	\$15.00		
Prefab Fireplace	\$45.00			FIRE PROTECTION (Separate Fire Protection System Permit Required)			
				FPS Permit #			
				Fire Suppression/ Protection HVAC Inspection (Hangers, rods, & piping)	\$72.00 Per Visit		
Chimney Liner Alone	\$25.00			Infrared Heaters			
Commercial- All Piping with pressure test included – over 1"	Bid price: \$	1.2% of Bid Price:\$		Under 75,000	\$48.00		
				Over 75,000	\$60.00		
Commercial- Duct	Bid price: \$	1.2% of Bid Price:\$		Unit Heaters			
Residential New Duct System	\$50.00			Under 75,000	\$50.00		
Residential Duct Alteration	\$30.00			Over 75,000	\$60.00		
Additional Inspection	\$60.00			Other Item(s):			
Special/Safety Inspection (includes Certification Fee)	\$72.00			Checks are made payable to "City of Dearborn" TOTAL FEES \$ _____			

Applicant- Contractor/ Homeowner:		<input type="checkbox"/> Mechanical Contractor (Classification Codes: 1, 2, 3, & 10-E)	
Name _____		<input type="checkbox"/> Homeowner (Read Homeowner Affidavit on reverse side)	
Address _____		Telephone Number _____	
City, State, Zip Code _____			
State License # _____	Expiration Date _____	City of Dearborn Registration # _____	Expiration Date _____
WORKER'S DISABILITY COMPENSATION INSURANCE CARRIER (or reason for exemption)			
EMPLOYER IDENTIFICATION NUMBER (or reason for exemption)		MESC EMPLOYER NUMBER (or reason for exemption)	

AUTHORITY: P.A. 230 OF 1972, AS AMENDED
 COMPLETION: MANDATORY TO OBTAIN PERMIT
 PENALTY: PERMIT CANNOT BE ISSUED

I affirm that the information provided in this application and any accompanying drawings, which are a part of this application, is accurate. The acceptance of the permit shall constitute an agreement to abide by all codes and ordinances enforced by the City of Dearborn. **Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines. A home owner signature is an agreement to the affidavit of home owner occupancy on the reverse side.**

Authorized signature _____ Date _____
 Office/White Inspector/Canary Engineering-Assessor/Gold Applicant/Pink 09/2022

Mechanical Permit

Information and Permit Application City of Dearborn

To facilitate permit processing, please fill out your permit application completely and note the following:

GENERAL INFORMATION

- Contractors must be licensed by the State of Michigan and registered with the City of Dearborn.
- Work shall not be started until the permit has been issued. All installations shall be in conformance with the current State of Michigan Mechanical Code. No work shall be concealed until it has been inspected and approved by the Mechanical Inspector.

MAIL-IN APPLICATIONS

- Mail-in applications are encouraged. Follow these easy instructions:
 - a. Fill out permit application completely.
 - b. When a homeowner trade permit is being applied for, the homeowner's ID (i.e. Driver's License or State ID) address MUST match the job site address. Please send a copy of ID along with the trade permit application.
 - c. Include a check, payable to "City of Dearborn" for the amount of your permit.
 - Minimum Permit Fee is **\$80** & Administrative fee (**nonrefundable**) is **\$100**
 - d. Enclose a self-addressed stamped envelope.
 - e. Mail to: Permit & Plan Review Office, ATTN: Permits, 16901 Michigan Ave., Dearborn, MI 48126
 - f. **For further information call the Mechanical Division at 1-313-943-2416 or the main operator line at 313-943-2150**

PLAN REVIEW REQUIREMENTS

- Plans and specifications must be submitted for one and two-family dwellings when the input rating of the building heating/cooling system exceeds 375,000 BTU's.
- Plans are required for all building types and shall be prepared by or under the direct supervision of an architect or engineers licensed pursuant to Act. No. 299 of Public Acts of 1980
- As Amended, and shall bear that architect's or engineer's signature and seal, except:
 - One-and two-family dwellings when the total building heating/cooling input rating is 375,000 Btu's or less.
 - Alterations and repair work determined by the mechanical official to be minor in nature.
 - Business, mercantile, and storage buildings having HVAC equipment only, with one fire area not more than 3,500 square feet.
- Work completed by a governmental subdivision or state agency costing less than \$15,000
- Plans must be submitted before a permit can be issued.

RESIDENTIAL HEATING SYSTEM

- Replacement systems should be itemized.

HOME OWNER AFFIDAVIT

By signing this application, homeowners are certifying that the mechanical work described on this permit application shall be installed by the homeowner in their home in which they are occupying. **All work shall be installed in accordance with the current State Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the mechanical inspector.**

Homeowners also certify that they will cooperate with the Mechanical Inspector, arrange for inspections, and fix necessary repairs.

Special Note to Homeowners: Homeowners are discouraged from obtaining permits on behalf of a contractor. The City of Dearborn cannot resolve unlicensed/ unregistered contractors work deficiencies. The City of Dearborn addresses code issues with the permit holder.

MECHANICAL INSPECTION - PERMIT INCLUDES 1 ROUGH & 1 FINAL INSPECTION- ADDITIONAL INSPECTIONS SUBJECT TO FEES
Inspections are scheduled by calling the Automated Inspection Scheduling System at (313) 943-2400. Please have your permit number and inspection code available. Contractors are encouraged to be on site during inspections.

<u>Residential Inspection Codes</u>		<u>Commercial Inspection Codes</u>		<u>Commercial Fire Protection Systems</u>
705	Rough	805	Rough	Please call (313) 943-2115 for Fire
710	Final	810	Final (includes duct detectors)	Marshal Inspection
715	Gas line	815	Gas line	
720	Pool heating approval	820	Pool heating approval	
730	Underground	825	Fire suppression (supportive system)	
		830	Underground	

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REINSTATED OR REFUNDED.**

REFUNDS FOR PARTIAL INSTALLATION: If an installation is partially completed, then a permit holder, upon quitting the installation, shall notify the enforcing agency and shall request an inspection. The inspector shall record the acceptance of, or violations against, the work installed on the permit record according to the findings of the inspector. The enforcing agency shall not grant a refund to the permit holder of the permit fee covering equipment installed and inspected.

The City of Dearborn will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.